

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY

HUMAN RESOURCES ADMINISTRATION

AMENDED: SALARY

ANNOUNCEMENT NO: CFSA-09-M055	POSITION: Administrator, Office of Youth Development MS 301-15
OPENING DATE: 4/28/09	CLOSING DATE: 05/11/09
IF "OPEN UNTIL FILLED" FIRST SCREENING DATE: _____	SALARY RANGE: \$98,285 - \$137,599 PA
WORK SITE: WASHINGTON, D.C.	TOUR OF DUTY: 8:00 A.M. TO 5:00 P.M. Monday – Friday
PROMOTION POTENTIAL: NONE	AREA OF CONSIDERATION: UNLIMITED
	NO. OF VACANCIES: ONE (1)
AGENCY: Child and Family Services Agency (CFSA), Office of the Deputy Director for Agency Programs (ODDAP), Office of Youth Development (OYD)	
DURATION OF APPOINTMENT: MANAGEMENT SUPERVISORY SERVICE (AT WILL)	

The mission of the Child & Family Services Agency (CFSA) is to improve the safety, permanence, and well-being of abused and neglected children and to strengthen troubled families in the District of Columbia. The Administrator is responsible for directing the delivery of professional independent living skills services to youth in CFSA and providing expert consultation, technical assistance, policy development and access to resources related to youth matters. Promotes, supports and assists in the development of city-wide collaboration on behalf of youth, particularly adolescents involved in multiple systems or at risk of system involvement.

- Oversees plans and directs the operations of the independent living program, Center for Keys for Life, through professional staff including supervisory social worker(s), social workers and specialists for compliance with statutory guidelines as well as regulations and Agency policies and procedures to ensure the safety, permanency and well-being of children and youth.
- Establishes goals, objectives short- and long-range plans and projects, develops and interprets operating and program policies and procedures. Interfaces with CFSA management levels and other organizational agencies and jurisdictions. Coordinates program activities by providing advice and assistance to agency heads. Confers with agency management and other local and federal officials regarding the child welfare system and/or individual case service needs, problems, and progress as appropriate.
- Provides information in response to requests for information from executive and legislative officials and other administrations and/or provider management staff. Drafts legislation and policy, identifies program and unit needs, prepares budget requests, monitors and approves expenditures and contracts, and prepares and presents program or operating information and proposals.
- Coordinates with CFSA training program staff to identify appropriate training opportunities, monitors the training needs or subordinates, and assesses the trainings' effectiveness.
- Assists in the identification and development of community resources particularly through the Collaborative for youth transitioning out of care.
- Identifies key areas for policy development and legislative change in regard to youth and works closely with the Deputy Directors, and key program staff in developing new policies and legislative proposals. Reviews Independent Living policy to identify potential policy and regulatory agenda.
- Performs other relate duties as assigned.

QUALIFICATION REQUIREMENTS

One (1) Year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. Thorough knowledge of Federal and District laws and regulations related to child welfare.

SELECTIVE PLACEMENT FACTORS:

- **A Master's Degree in Social Work from a school accredited by the Council of Social Work Education**
- **On-call Availability**

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Thorough knowledge of child welfare policies, procedures, operating programs, structures, functions, and services;
2. Thorough knowledge of the principles and practices of social work;
3. Advanced knowledge of human behavior dynamics, child welfare and of related psychiatric, psychological and medical practices; a comprehensive knowledge of techniques and modalities related to cultural diversity;
4. Ability to manage and to direct day-to-day activities of professional and support staff;

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to receive consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex (gender or sexual harassment), age, marital status, personal appearance, gender identity or expression, sexual orientation, family responsibilities, matriculation, disability, genetic information or political affiliation. Applicants will only be notified if an interview is granted.

MAIL TO:	Child and Family Services Agency Human Resources Administration 400 6th Street, SW Washington, DC 20024	WEBSITE:	www.cfsa.dc.gov
TO APPLY:	(202) 727-5750	TELEPHONE:	(202) 724-7373
FAX TO:	cfsa.jobs@dc.gov		
EMAIL TO:			

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX (gender or sexual harassment), AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY,, GENETIC INFORMATION,GENDER INDENTITY OR EXPRESSION, OR COLOR, DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.
